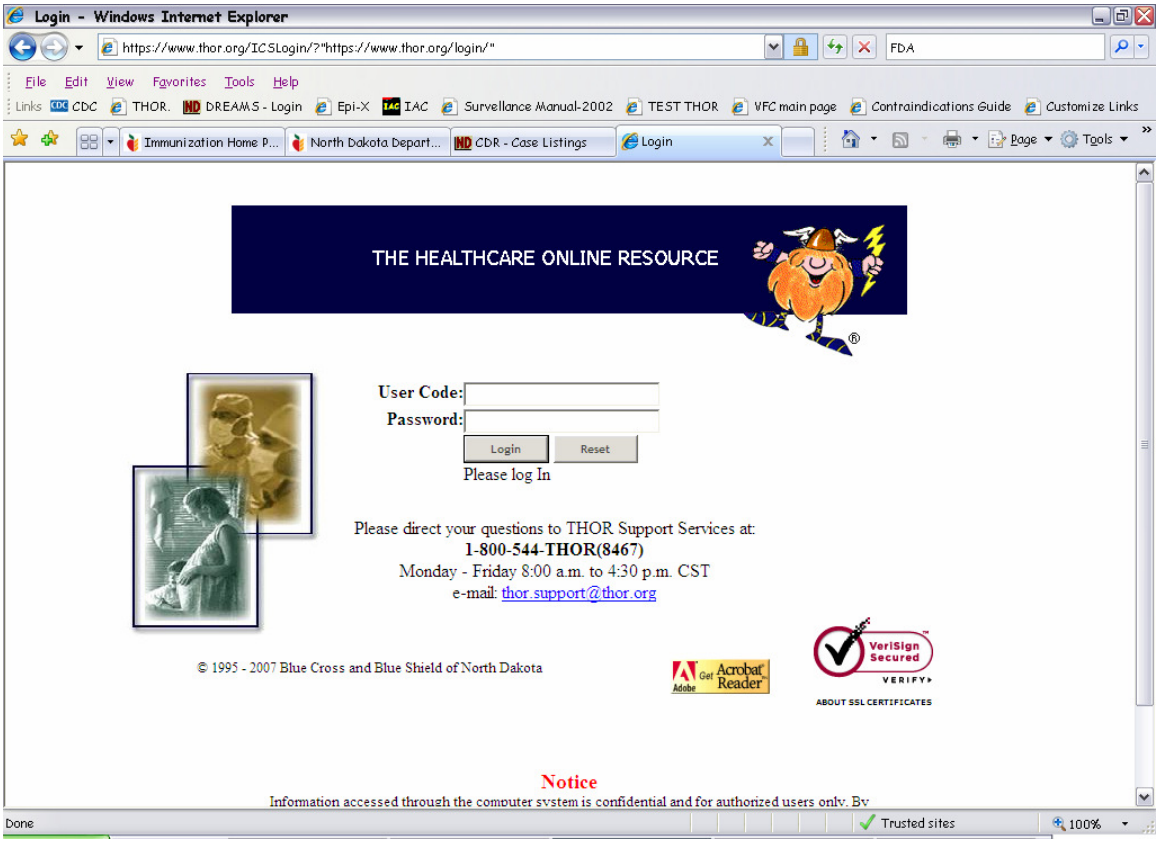
NORTH DAKOTA
DEPARTMENT *of* HEALTH

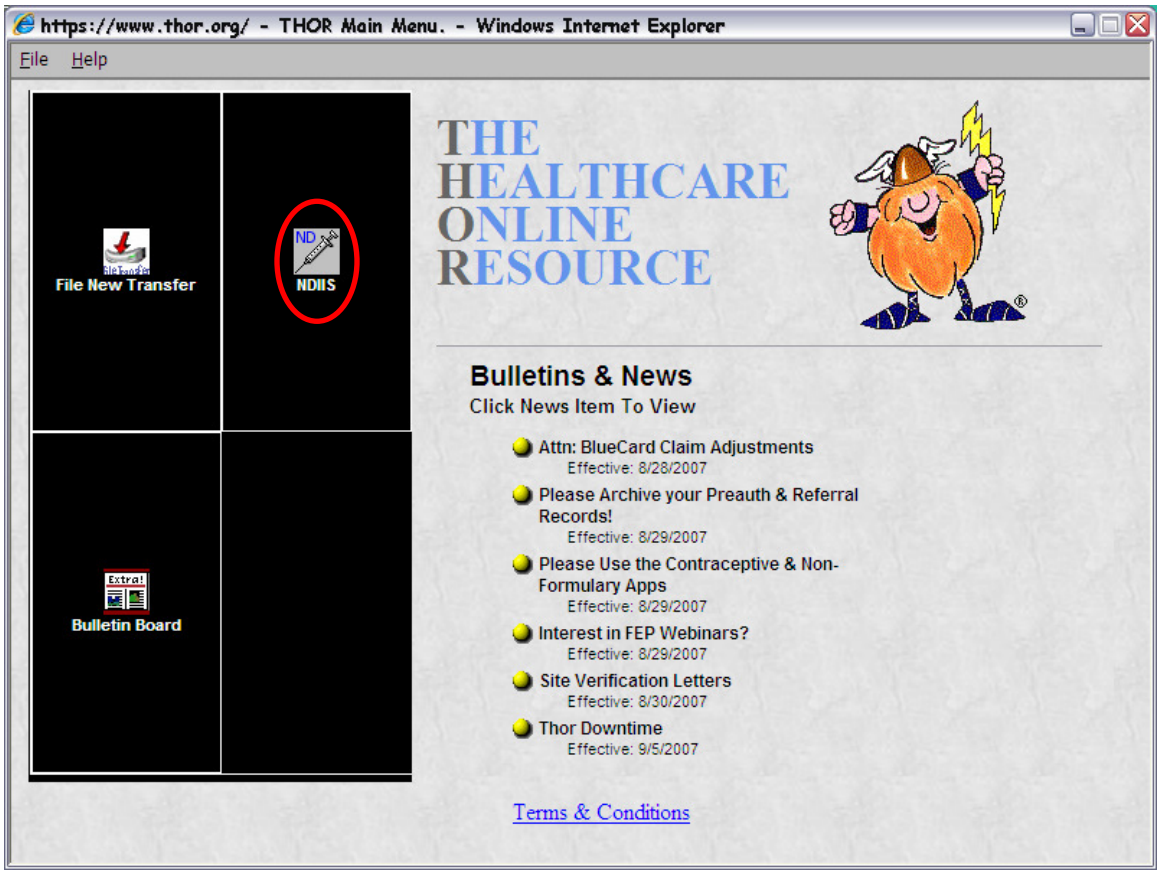
Wasting Expired or Otherwise Non-viable Vaccine in the North Dakota Immunization Information System (NDIIS)

1. Log onto NDIIS by going to www.thor.org/login

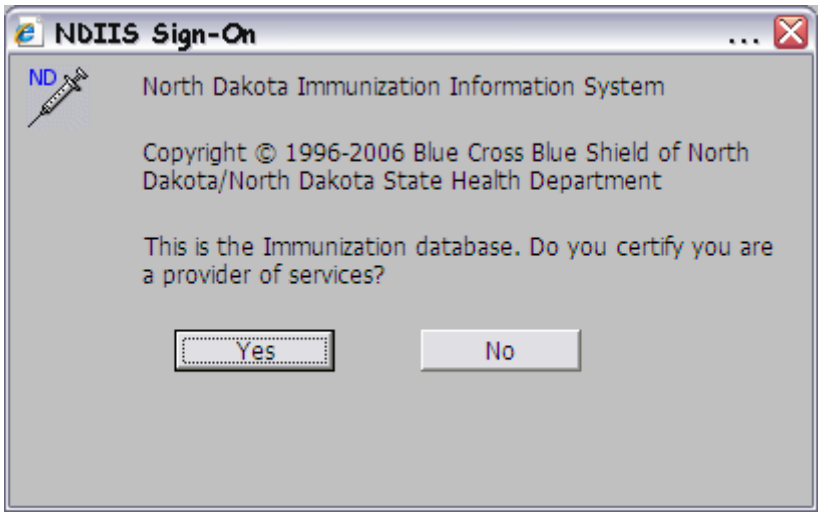


2. Use the username and password provided to you by Blue Cross Blue Shield of ND (BCBS).
   - To obtain a username and password visit www.thor.org and click on “Register online”

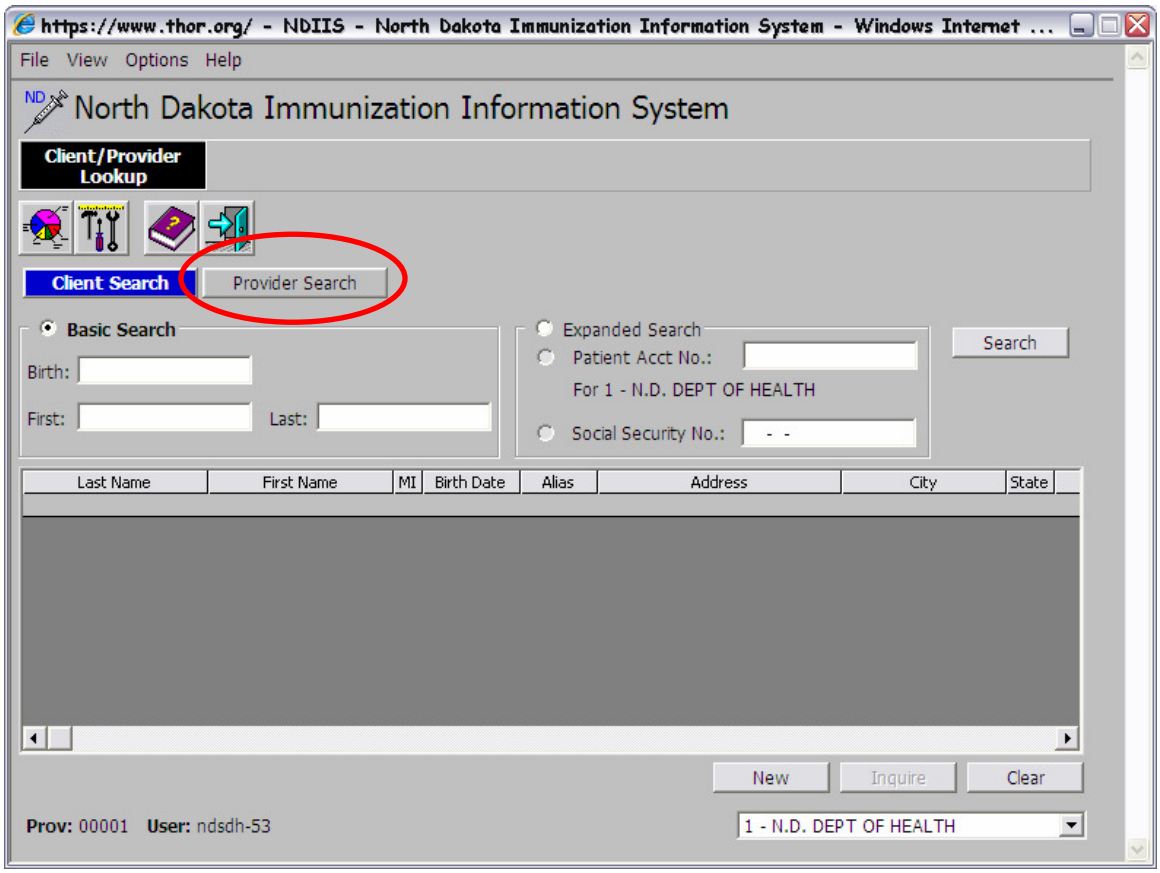
3. Click NDIIS icon to enter NDIIS.



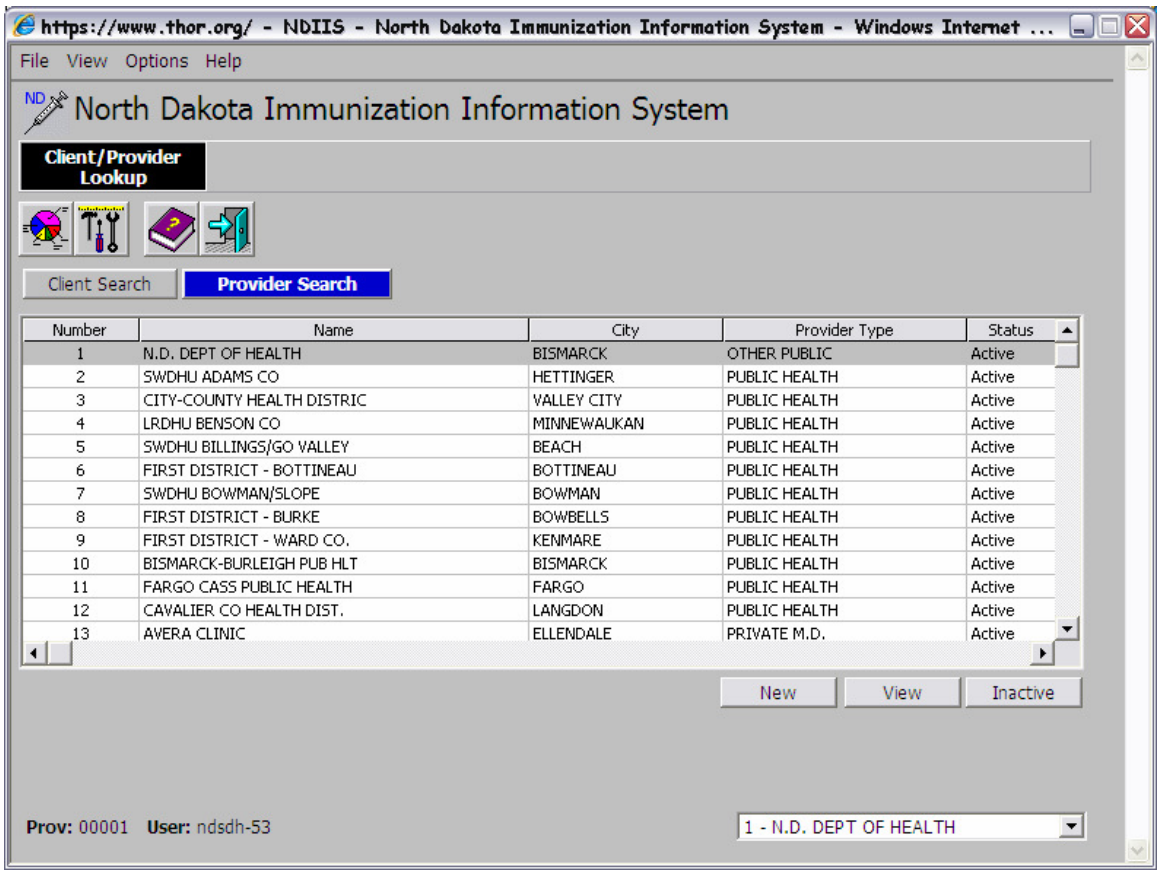
4. Click “Yes”



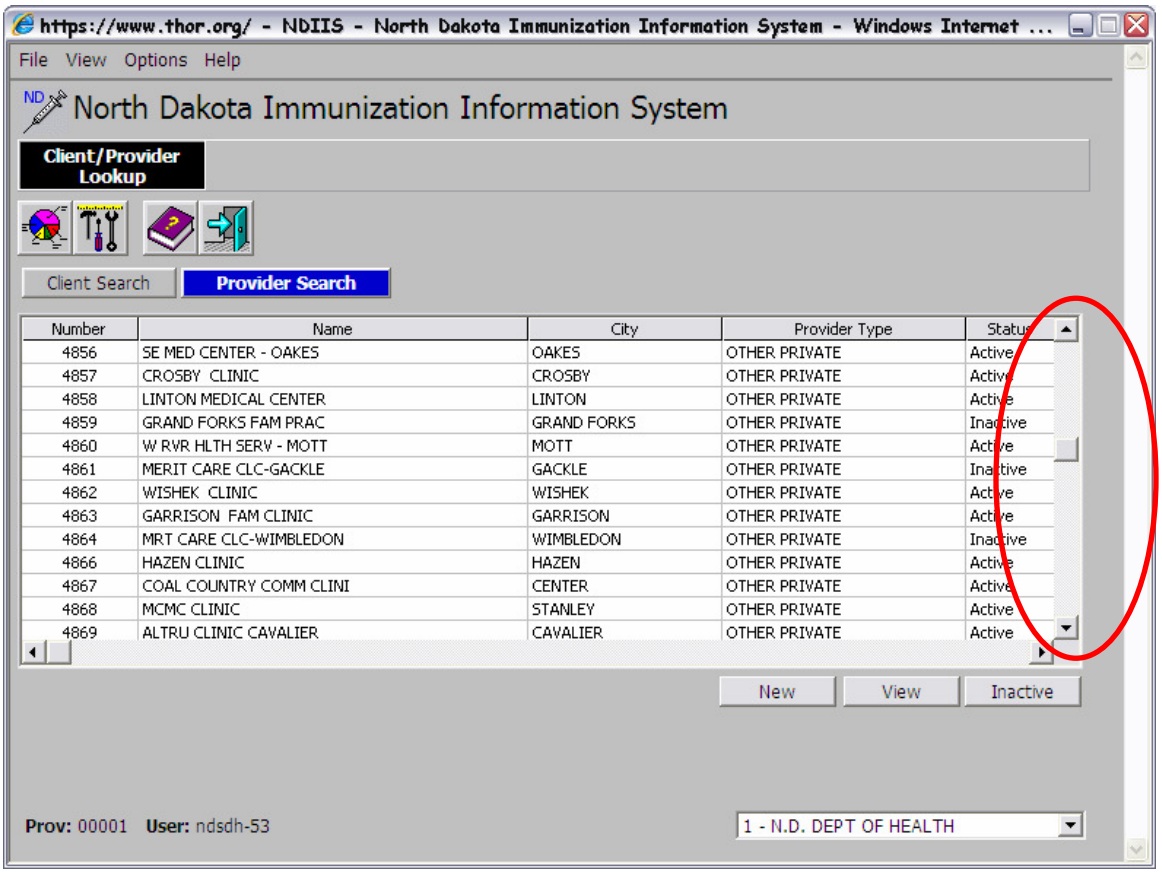
5. From the Client Search screen, click on Provider Search.



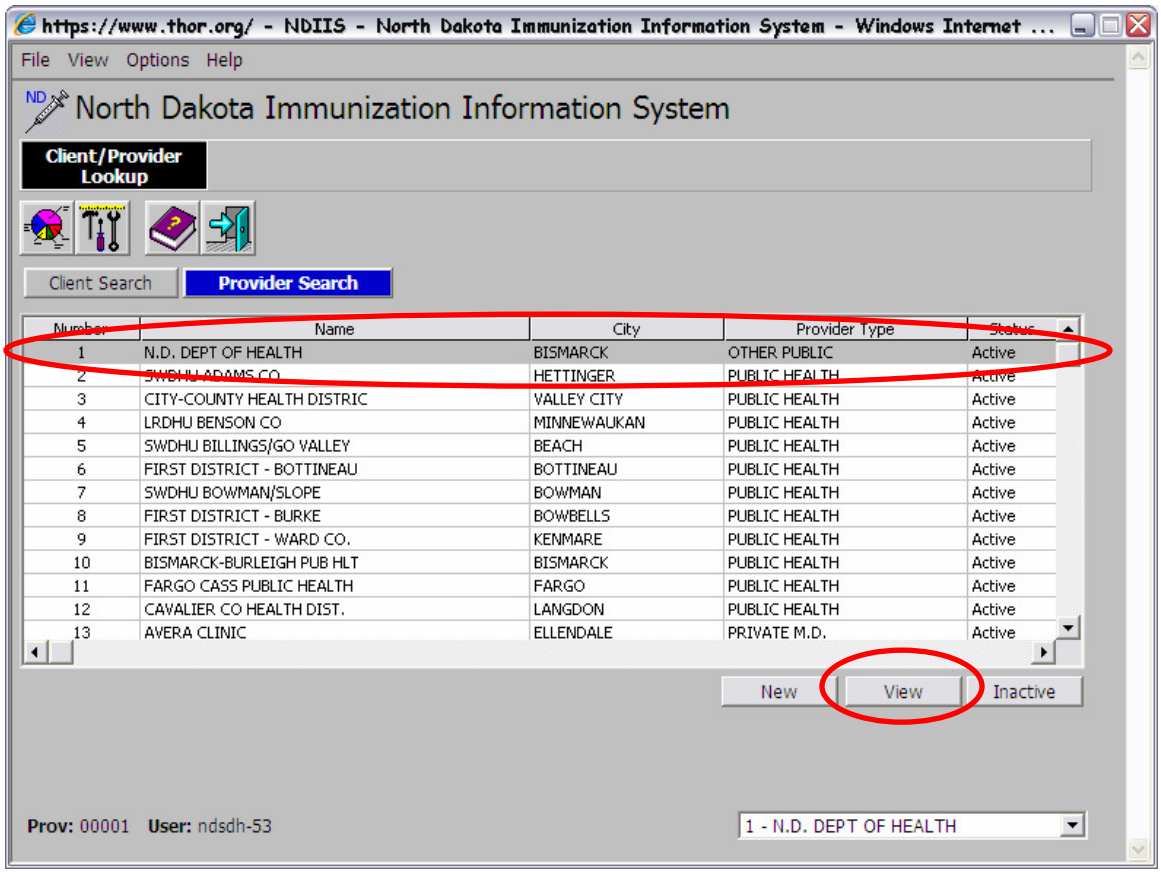
6. This will bring up a list of providers.



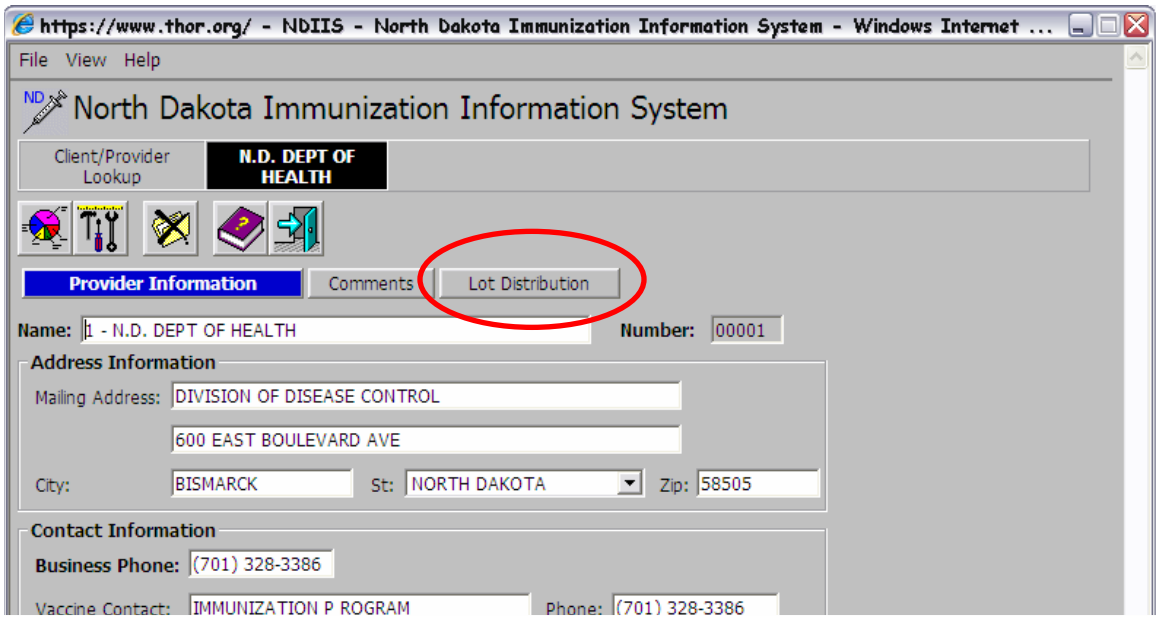
7. Scroll down using scroll bar on side of list.



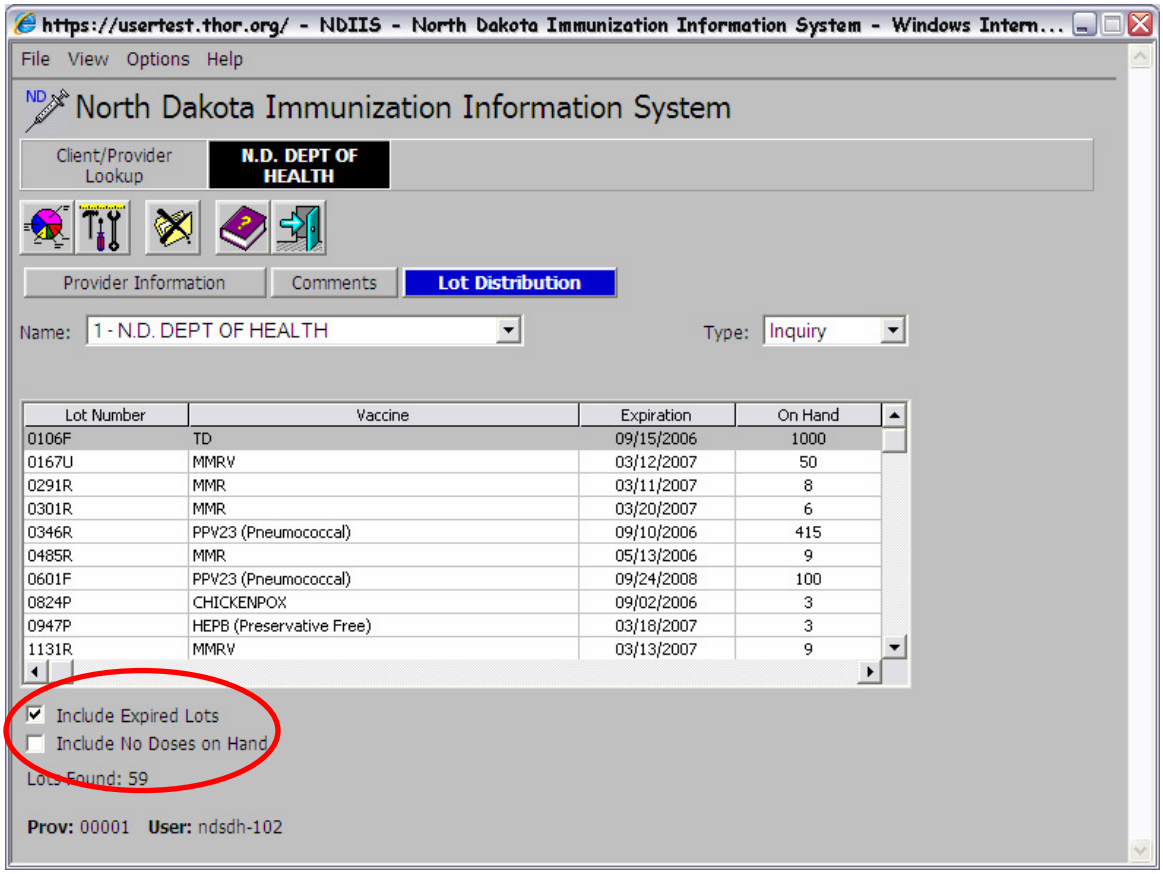
8. Highlight your provider number by clicking on it then enter it by clicking it again or clicking on view.



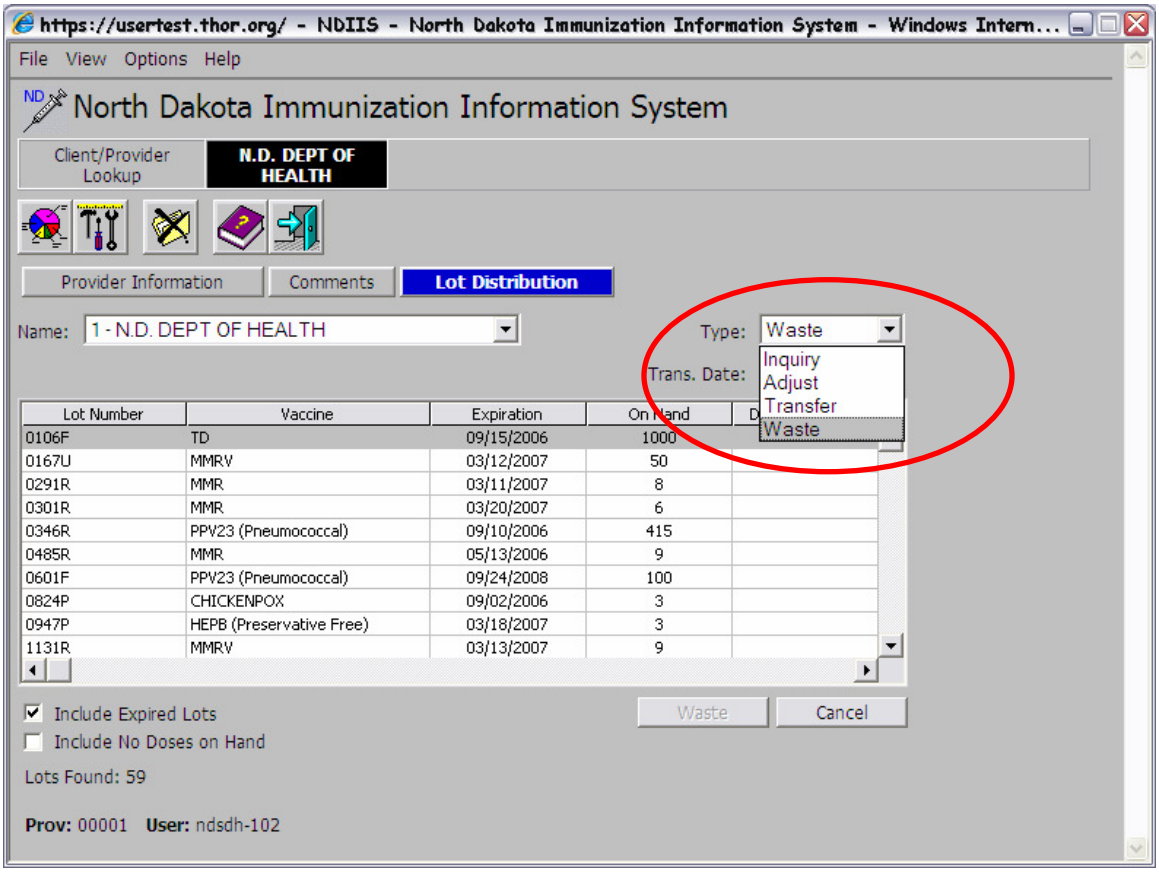
9. This brings up the Provider Information. Click on Lot Distribution.



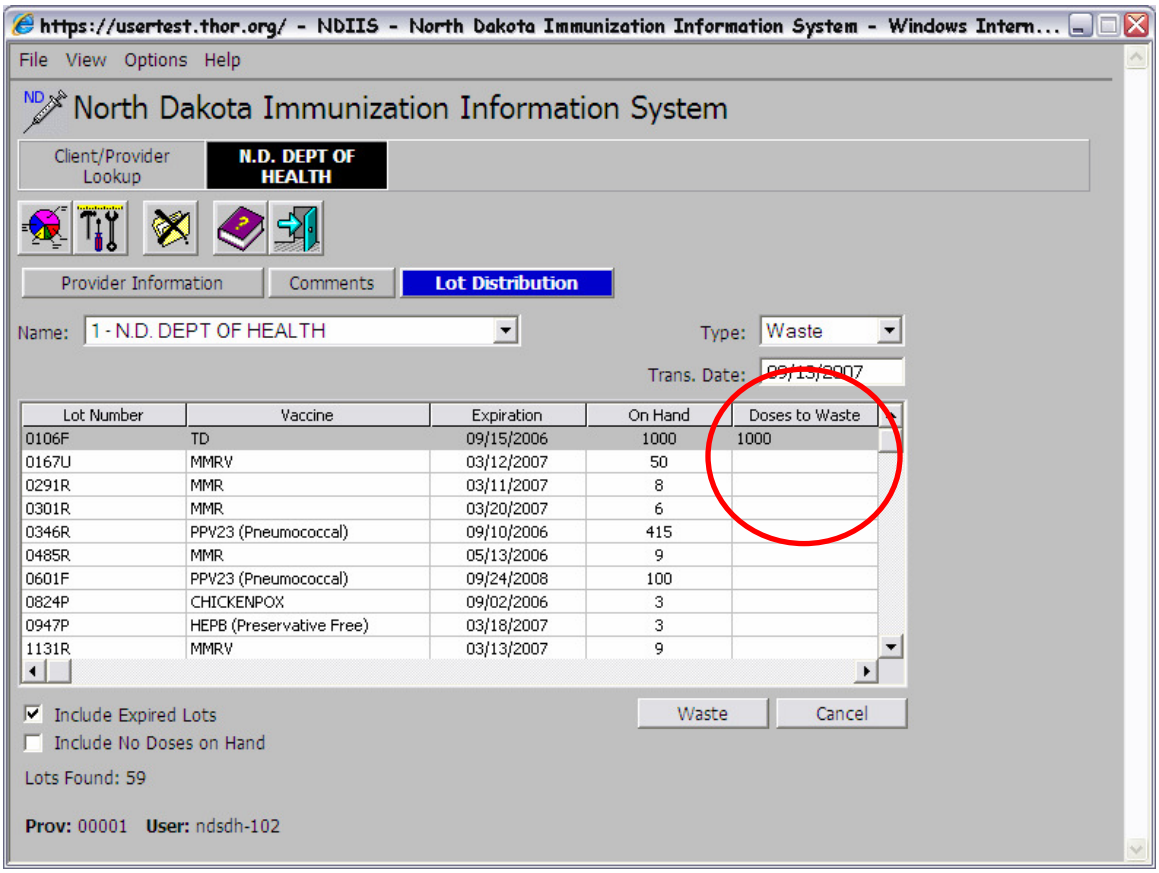
10. This screen will list all the vaccine in your inventory.
    - If the vaccine is expired, click on the box beside Include Expired Lots.



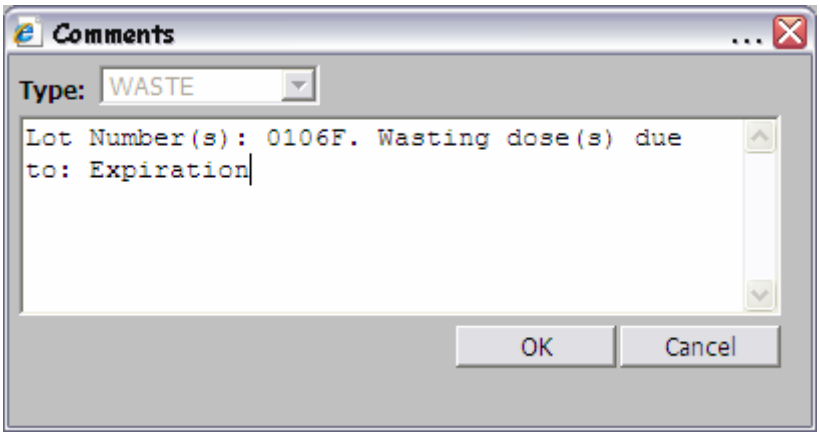
11. Choose Transfer in the Type drop-down menu.



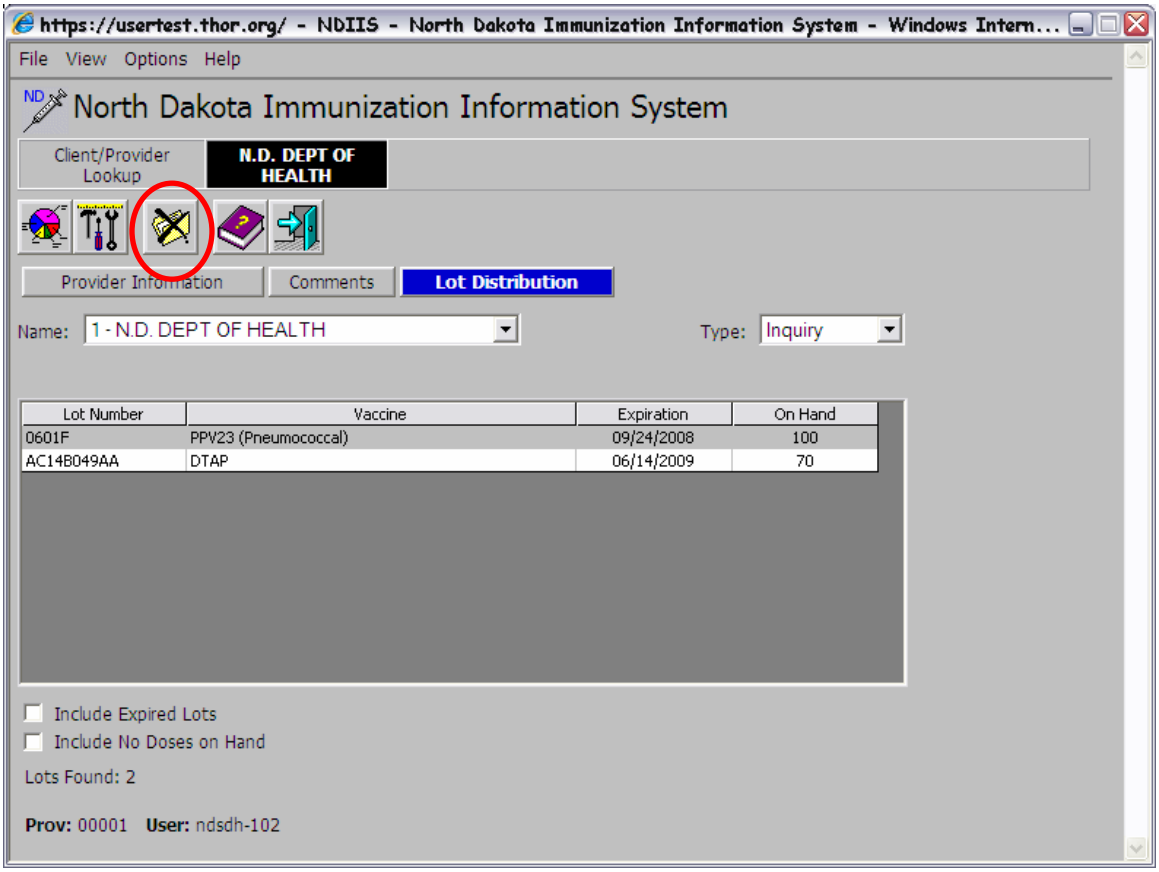
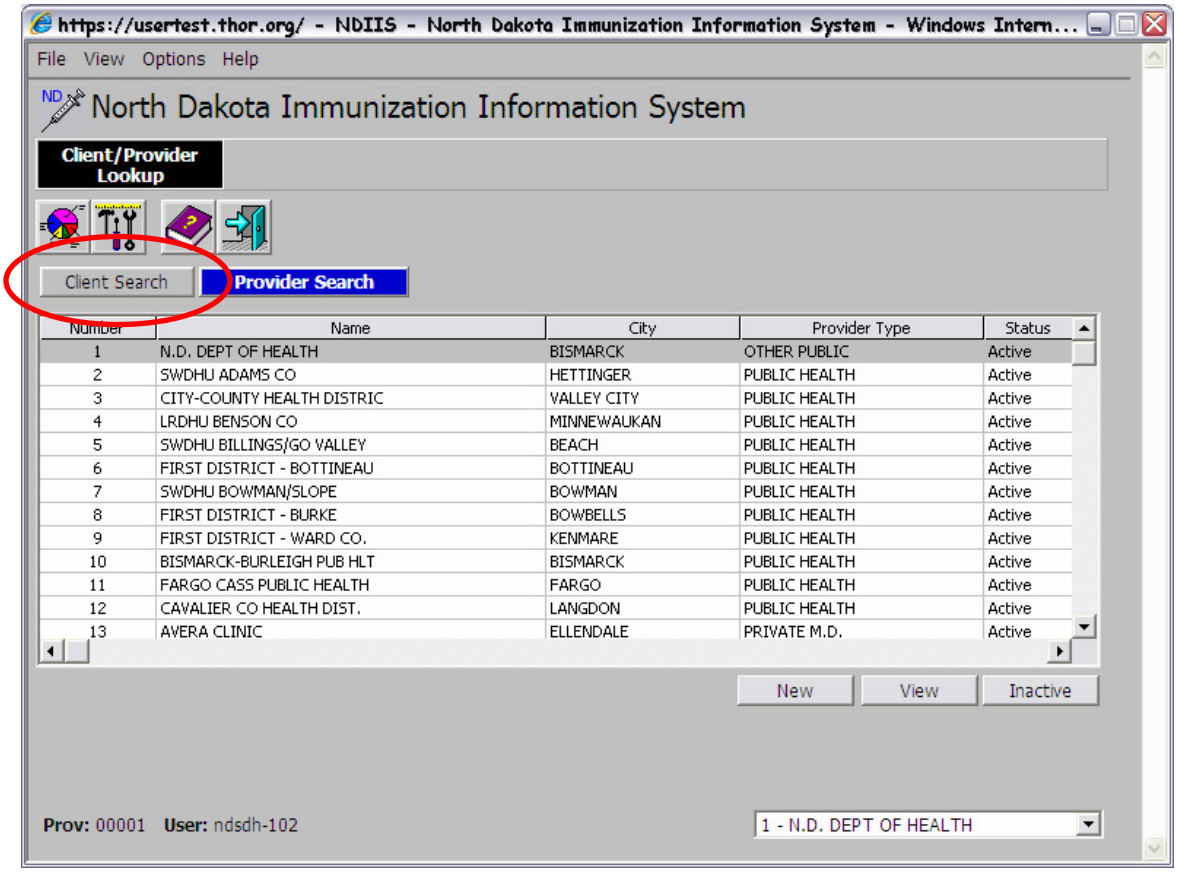
12. Enter the number of doses you are wasting in the Doses to Transfer column.



13. A comment box will pop-up. Enter the reason that you wasted vaccine. Be specific so that inventory changes can be tracked. Then click OK.



14. Click on Close icon to exit inventory.



15. Click on Client Search to return to normal use.